


Setting user group clearance

Data markings in the Users app

Data markings in the Users app allow you to define a user's clearance level.

To set a user's clearance level

1. Open the **Users** app.
2. Select **User groups** in the left menu.
3. Click  next to a user group and from the menu select **Edit group details**.
4. Click the Clearance drop-down and choose the desired clearance level.
5. Click the **Save** button to save your changes.